

# Traditional Arts Apprenticeship Grant

---

## Program Description

The South Dakota Traditional Arts Apprenticeship Program encourages the continuation of South Dakota's traditional arts and cultures by providing grants to master artists to teach qualified apprentices.

This funding category is designed to:

- Recognize the achievements of South Dakota traditional artists.
- Strengthen the resources of South Dakota traditional artists through a program in which recognized master artists teach and counsel apprentice artists.
- Strengthen the commitment of South Dakota traditional artists to their long-term work.

---

## Definitions

**Traditional Arts (or Folk Arts):** Artistic practices that have a community or family base and express that community's heritage. Most traditional arts have endured through several generations. Typical communities are ethnic, tribal, occupational, regional or religious groups. The skills are usually learned informally and passed on from one generation to the next by observation and imitation rather than through academic or formal means.

**Apprenticeship:** A time-honored system by which skills, techniques, values and artistry are learned under the guidance of a recognized master.

**Master Artist:** Someone who is recognized generally by his or her community and peers as an exemplary practitioner of a traditional art form.

**Apprentice:** Someone who learns under the guidance of a master artist. Prospective apprentices should have some prior experience in the traditional art form they wish to learn and have a serious long-term commitment to the continuity of the art form.

---

## Eligible

The apprentice applicant must be a South Dakota resident for at least two years prior to application. The master artist may be a South Dakota resident or reside in a nearby state. Artists may apply for only one of the following grants per fiscal year: Artist Collaboration Grant, Artist Grant or Traditional Arts Apprenticeship Grant.

Examples of eligible art forms include, but are not limited to, cowboy saddlemaking, Native American and European style quilting, rawhide and buckskin work, quill work, traditional music and dance such as Czechoslovakian accordion music or pow wow songs and dances, basketweaving, wood carving, rug braiding, lace making and other needlework.

---

## Ineligible

- Funding will not be granted for academic research or formal study toward an academic or professional degree.
- Students pursuing graduate or undergraduate degrees are not eligible.
- Arrangements with more than three apprentices are not eligible. Apprenticeship Grants are not intended to support large classes, but rather, intensive individual teaching and learning.
- South Dakota Arts Council board members, staff and grant review panelists are not eligible to apply for Traditional Arts Apprenticeship Grants.
- Examples of art forms that are *not* eligible under this program include the work of professional teachers or contemporary studio craftworkers, re-creations of antiques or past traditions like mountain man crafts, or contemporary interpretations of traditional art forms (for instance, a theatre artist who wants to create a performance based on traditional storytelling or dance).

---

## **Deadline**

All materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

---

## **Grant Amounts**

Grant awards generally will range from \$1000 to \$3000 awarded on a non-matching funds basis. It is anticipated that up to five apprenticeship arrangements will be funded each fiscal year. Each arrangement will consist of a master artist and 1 to 3 apprentices. Each prospective master and his or her apprentice(s) must apply together. Up to \$2000 of the award funds will be designated for the master artist in recognition of his or her artistic expertise and commitment. Master's fees are figured at \$20 per hour. Additional funds up to \$1000 may be requested for supplies, materials and travel costs of the master artist or the apprentice(s).

Fee payment will be made to the master artist in two installments, one at the beginning of the apprenticeship and one at the end. Recipients are responsible for any taxes due on apprenticeship awards. Supplies, materials and travel costs will be reimbursed to the master artist or the apprentice artist as appropriate. In the case of an out-of-state master artist, all payments will be made to the in-state apprentice, who is then responsible for paying the master's fee.

---

## **Apprenticeship Period**

The apprenticeship must take place during the fiscal year which begins July 1 of the current year and ends June 30 in the next calendar year. Most apprenticeships in this program probably will include between 80 and 100 hours of instruction over a 6 to 12 month period. However, each art form has its own requirements and the lengths of apprenticeships are expected to differ. During the apprenticeship period, a representative of the South Dakota Arts Council will visit with the master and apprentice to document the learning process. Tape-recorded interviews may be conducted and photographs taken.

---

## **Criteria for Awarding Grants**

All grant applications will be reviewed by a selection panel of individuals knowledgeable in traditional arts.

The selection panel will use the following criteria to evaluate and rank the applications:

- Traditional and artistic merit of the master artist's work.
- Extent of the apprentice's prior familiarity with the art form.
- Significance of the art form to the community or group.
- Shared membership of the master artist and apprentice in the cultural community (family, ethnic, tribal, religious, occupational, etc.) where the traditional art form originates.
- How likely the timetable and work plan are to succeed.
- Degree to which the art form is endangered.

---

## Application Procedure

The master artist and apprentice must apply together and submit:

1. **Application Form.** One copy of the application form on pages 55-67.
  - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 51-53. Specific pages of the application must be signed by the appropriate master artist or apprentice(s).
  - Section I is to be filled out and signed by the master artist. Be sure to include a summary of the proposed apprenticeship in the space provided.
  - Section II is to be filled out and signed by the apprentice artist. (If there is more than one apprentice, each one should fill out a Section II form.)
  - Section III is to be filled out by the master artist and apprentice(s) working together to describe how the apprenticeship will be carried out and specifying a budget.
  - Section IV, Artistic Documentation Forms, should be used to list the artistic documentation submitted by the master and apprentice artists. Each list must correspond with the actual documentation submitted.
2. **Artistic Documentation.** Appropriate examples of both the master artist's and apprentice's (all apprentices if there are more than one) work. See Artistic Documentation on pages 8-11 for complete individual documentation requirements. Samples may consist of slides or digital images, photographs, audio tapes, CDs, video tapes, newspaper stories, or other materials to support the application. To submit actual objects the master or apprentice(s) have made, please contact the South Dakota Arts Council office about making proper arrangements.
3. **Supporting Print Materials.** Up to five pages of additional documentation may be submitted including newspaper stories, other support materials, and letters of support from people knowledgeable about the work and the artists' commitment to the art form. Letters of support are encouraged.
4. **Return Mailer.** A self-addressed, stamped mailer with correct postage if applicant wants Artistic Documentation returned; otherwise it will not be returned. You may pick up the material at the Arts Council office within 30 days after the grant announcements.

*Make a copy of the application packet for your files before submitting the application.*

Contact the South Dakota Arts Council office if you have any questions about this application.

---

## Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due 30 days after the end of the fiscal year. The applicant should write a brief description of the work accomplished with grant funds during the grant period and a statement indicating the impact of the grant on the master's and apprentice's career development and on the overall contribution to the applicant's community.

You must submit the evaluation in order to be eligible for future grants.

---

## Application Procedure

The master artist and apprentice must apply together and submit:

1. **Application Form.** One copy of the application form on pages 55-67.
  - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 51-53. Specific pages of the application must be signed by the appropriate master artist or apprentice(s).
  - Section I is to be filled out and signed by the master artist. Be sure to include a summary of the proposed apprenticeship in the space provided.
  - Section II is to be filled out and signed by the apprentice artist. (If there is more than one apprentice, each one should fill out a Section II form.)
  - Section III is to be filled out by the master artist and apprentice(s) working together to describe how the apprenticeship will be carried out and specifying a budget.
  - Section IV, Artistic Documentation Forms, should be used to list the artistic documentation submitted by the master and apprentice artists. Each list must correspond with the actual documentation submitted.
2. **Artistic Documentation.** Appropriate examples of both the master artist's and apprentice's (all apprentices if there are more than one) work. See Artistic Documentation on pages 8-11 for complete individual documentation requirements. Samples may consist of slides or digital images, photographs, audio tapes, CDs, video tapes, newspaper stories, or other materials to support the application. To submit actual objects the master or apprentice(s) have made, please contact the South Dakota Arts Council office about making proper arrangements.
3. **Supporting Print Materials.** Up to five pages of additional documentation may be submitted including newspaper stories, other support materials, and letters of support from people knowledgeable about the work and the artists' commitment to the art form. Letters of support are encouraged.
4. **Return Mailer.** A self-addressed, stamped mailer with correct postage if applicant wants Artistic Documentation returned; otherwise it will not be returned. You may pick up the material at the Arts Council office within 30 days after the grant announcements.

*Make a copy of the application packet for your files before submitting the application.*

Contact the South Dakota Arts Council office if you have any questions about this application.

---

## Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due 30 days after the end of the fiscal year. The applicant should write a brief description of the work accomplished with grant funds during the grant period and a statement indicating the impact of the grant on the master's and apprentice's career development and on the overall contribution to the applicant's community.

You must submit the evaluation in order to be eligible for future grants.

## South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501  
(605) 773-3301 or 1-800-952-3625  
Website: [www.artsCouncil.sd.gov](http://www.artsCouncil.sd.gov)

## Traditional Arts Apprenticeship Grant Application

Read pages 51-53 for grant guidelines and follow the steps listed under Application Procedure.

### **SECTION I: To be completed by the Master Artist.**

**(If more than one apprentice is applying, provide artist information on separate sheet for additional artists.)**

Master Artist's Name (Please type or print)	TIN or Social Security Number
---	-------------------------------

Mailing Address	City/State/Zip	Daytime Phone
-----------------	----------------	---------------

Evening or Message Phone	E-Mail Address	Website
--------------------------	----------------	---------

Apprentice Artist's Name (Please type or print)	TIN or Social Security Number
---	-------------------------------

Mailing Address	City/State/Zip	Daytime Phone
-----------------	----------------	---------------

Evening or Message Phone	E-Mail Address	Website
--------------------------	----------------	---------

#### **Grant Application Codes** (see Pages 14-17):

Applicant Status \_\_\_\_\_  
Applicant Institution \_\_\_\_\_  
Applicant Discipline \_\_\_\_\_  
Project Discipline \_\_\_\_\_  
Type of Activity \_\_\_\_\_  
Arts Education \_\_\_\_\_  
Project Descriptors \_\_\_\_\_  
Project Race \_\_\_\_\_  
Grantee Race \_\_\_\_\_

Project Period: \_\_\_\_\_ Grant Amount requested: \_\_\_\_\_  
Start Date \_\_\_\_\_  
End Date \_\_\_\_\_ Total project cost: \_\_\_\_\_  
Number of Artists Participating \_\_\_\_\_

### **Master/Apprentice Project Summary**

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Master artist and apprentice(s) certify that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Master Artist Signature	Date
-------------------------	------

**SECTION I (continued): To be completed by the Master Artist.**

(Please type or print your responses. You may use up to one extra sheet of paper if the provided space is not large enough. Please indicate which question you are answering.)

---

Master Artist's Name (Please print or type.)

1. Describe the traditional craft, music, art, dance or occupational skill you wish to teach.
  
  
  
  
  
  
  
  
  
  
2. Where, how, when and from whom did you learn this tradition?
  
  
  
  
  
  
  
  
  
  
3. Why have you chosen this (or these) apprentice(s) to receive your training?
  
  
  
  
  
  
  
  
  
  
4. What is the role or importance of this art in your community, ethnic group or region? (In some cases, humor or entertainment may be appropriate roles as well as more serious purposes.)

---

Master Artist's Signature

Date

**SECTION II: To be completed by Apprentice. (Copy this page if more than one apprentice is applying.)**

(Please type or print your responses. You may use up to one extra sheet of paper if the provided space is not large enough. Please indicate which question you are answering.)

---

Apprentice Artist Name (Please print or type.)

1. Please describe the traditional craft, music, art, dance, or occupational skill you wish to learn.
  
  
  
  
  
  
  
  
  
  
2. Why do you wish to study this art form?
  
  
  
  
  
  
  
  
  
  
3. When, where, how and from whom did you first learn this skill? What is your current level of ability?
  
  
  
  
  
  
  
  
  
  
4. What are your plans for working with this art form after the apprenticeship is complete?
  
  
  
  
  
  
  
  
  
  
5. Why have you chosen to learn from this master artist? Please describe how you know this person and in what capacity, if any, you have worked with him or her before.

---

Apprentice Artist's Signature

Date





**SECTION III (continued): To be completed by the Master Artist and Apprentice(s) together.**

**BUDGET**

**A. Master Artist's Fee:**

Multiply the number of lessons (from previous page) \_\_\_\_\_  
 TIMES the number of hours for each lesson X \_\_\_\_\_

EQUALS total hours = \_\_\_\_\_  
 TIMES \$20 per hour X \$20 \_\_\_\_\_

**EQUALS Master Artist's Fee** (not to exceed \$2000) \_\_\_\_\_ **(A)**

**B. Supplies and Materials:** (list each item and its cost)

(If you need more space to provide the proper detail, please use a separate sheet.)

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Total Supplies and Materials** \_\_\_\_\_ **(B)**

**C. Mileage:** Figure the number of miles to be traveled by either the Master or Apprentice(s) and multiply it by .32 per mile.

(Explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Miles** \_\_\_\_\_ **x .32 per mile** \_\_\_\_\_ **(C)**

**D. Other Travel:** (costs such as lodging, meals, airfare, etc.)

(Explain in detail and enter the total amount on Line D.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total for Other Travel** \_\_\_\_\_ **(D)**

**E. Subtotal:** supplies, materials and travel (total of B, C, and D), not to exceed \$1000 \_\_\_\_\_ **(E)**

**F. Total Grant Request:** (total A and E), not to exceed \$3000 \_\_\_\_\_ **(F)**

**SECTION IV: ARTISTIC DOCUMENTATION FORM (Master Artist)**

**Support Materials:** Artistic documentation of the master artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. Send no more than one recording of each type. (Do not send original artwork without contacting the South Dakota Arts Council first to make arrangements.) **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

**Applicant Name:** \_\_\_\_\_ **Discipline:** \_\_\_\_\_

**SLIDES / DIGITAL IMAGES**

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

\* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

Mail slides in a clear acid-free slide sheet. Number and label slides on the front of each with the title you have listed on the application form. Be sure to indicate the top of the slide.

**AUDIO TAPES, VIDEO TAPES, CDs, DVDs**

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

**SECTION IV: ARTISTIC DOCUMENTATION FORM (Apprentice Artist)**

(Make additional copies of this page if more than one apprentice is applying.)

**Support Materials:** Artistic documentation of the apprentice artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. Send no more than one recording of each type. (Do not send original artwork without contacting the South Dakota Arts Council first to make arrangements.) **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

**SLIDES / DIGITAL IMAGES**

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

\* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

Mail slides in a clear acid-free slide sheet. Number and label slides on the front of each with the title you have listed on the application form. Be sure to indicate the top of the slide.**AUDIO TAPES, VIDEO TAPES, CDs, DVDs**

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes☐ No

## TRADITIONAL ARTS APPRENTICESHIP GRANT CHECKLIST

### HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

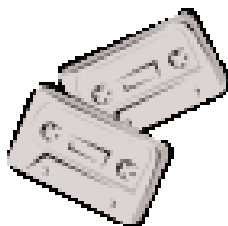
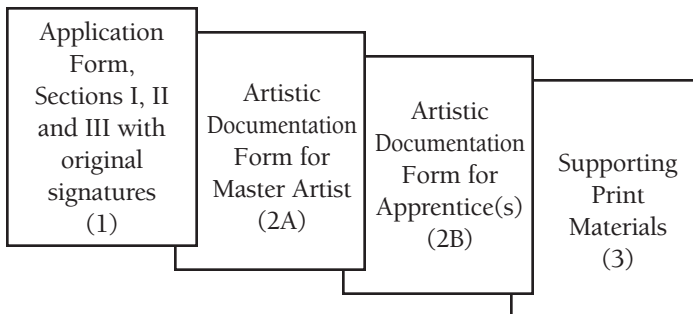
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

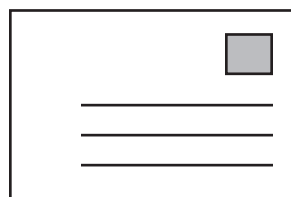
#### Checklist of Materials

- ☐ 1. Application Form, Sections I, II and III (pages 55-63)
- ☐ 2A. Artistic Documentation Form for Master Artist, Section IV (page 65)
- ☐ 2B. Artistic Documentation Form for Apprentice(s), Section IV (page 67)
- ☐ 3. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 4. Actual Artistic Documentation for Master Artist and for each apprentice
- ☐ 5. Self-addressed mailer with adequate postage to have documentation returned

#### Order of Assembly for Mailing



Artistic Documentation  
(4)



SAS mailer for  
documentation return  
(5)

# Grant Application Codes

---

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

**When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.**

---

## Applicant Status

Individual [01]	Government-Regional [06]
Organization-Nonprofit [02]	Government-County [07]
Organization-Profit [03]	Government-Municipal [08]
Government-Federal [04]	Government-Tribal [09]
Government-State [05]	None of the Above [99]

---

## Applicant Institution

### Performing Groups

- Performing Group [03]
- Performing Group –  
College/University [04]
- Performing Group – Community [05]
- Performing Group – Youth [06]

### Venues/Presenters

- Cultural Series Organization [47]
- Performance Facility [07]
- Art Museum [08]
- Other Museum [09]
- Fair/Festival [14]
- Gallery/Exhibit Space [10]
- Arts Center [15]
- Cinema [11]

### Councils/Service Groups

- Arts Council/Agency [16]
- Historical Society [28]
- Humanities Council [29]
- Arts Service Organization [17]
- Union/Professional Association [18]

### Media

- Independent Press [12]
- Literary Magazine [13]
- Media – Periodical [42]
- Media – Daily Newspaper [43]
- Media – Weekly Newspaper [44]
- Media – Radio [45]
- Media – TV [46]

### Education Institutions

- School of the Arts [48]
- Arts Camp/Institute [49]
- School District [19]
- Parent-Teacher Organization [20]
- Elementary School [21]
- Middle School [22]
- Secondary School [23]
- Vocational/Technical School [24]
- College/University [26]
- Other School [25]

### Community/State Organizations

- Library [27]
- Parks and Recreations [37]
- Social Service Organization [50]
- Community Service Organization [32]
- Religious Organization [35]
- Child Care Provider [51]
- Seniors' Center [36]
- Correctional Institution [33]
- Health Care Facility [34]
- Foundation [30]
- Corporation [31]

### Individuals

- Individual Artist [01]
- Individual Non-Artist [02]

### Government

- Government – Executive [38]
- Government – Judicial [39]
- Government – Legislative/House [40]
- Government – Legislative/Senate [41]

### Other

- None of the above [99]

---

**Applicant Discipline  
Project Discipline**

**Crafts [07]**

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

**Dance [01]**

- A Ballet
- B Ethnic/Jazz
- C Modern

**Design Arts [06]**

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

**Folklife/Traditional Arts [12]**

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

**Humanities [13]**

**Interdisciplinary [11]**

**Literature [10]**

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

**Media Arts [09]**

- A Film
- B Audio
- C Video
- D Technology/Experimental

**Multidisciplinary [14]**

**Music [02]**

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

**Opera/Musical Theater [03]**

- A Opera
- B Musical Theater

**Photography [08]**

**Theater [04]**

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

**Visual Arts [05]**

- A Experimental
- B Graphics
- C Painting
- D Sculpture

**Non-Arts/Non-Humanities [15]**

---

## Type of Activity

### Presentation

- Concert/Performance/Reading [05]
- Exhibition [06]
- Fair/Festival [08]

### Production

- Award/Fellowship [03]
- Artwork Creation [04]

### Organizational Support

- Operating Support [11]
- Organization Establishment [10]
- Professional Support –
  - Administrative [14]
- Professional Support – Artistic [15]
- Stabilization/Endowment/
  - Challenge [32]

### Teaching/Learning

- Apprenticeship [25]
- School Residency [20]
- Other Residency [21]
- Arts Instruction [12]
- Curriculum Development/
  - Implementation [31]
- Student Assessment [30]
- Seminar/Conference [22]
- Technical Assistance [34]
- Professional Development/
  - Training [29]

### Distribution

- Distribution of Art [24]
- Publication [17]
- Web Site/Internet Development [35]
- Broadcasting [36]

### Other

- Regranting [26]
- Audience Services [02]
- Research/Planning [19]
- Marketing [13]
- Building Public Awareness [33]
- Identification/Documentation [09]
- Recording/Filming/Taping [16]
- Repair/Restoration/Conservation [18]
- Equipment Acquisition [23]
- Translation [27]
- Writing About Art [28]

**None of the above** [99]

---

## Arts Education

**99** None of this project involves arts education

**01** 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

**02** Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

---

## Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

- Accessibility [A]
- International [I]
- Presenting/Touring [P]
- Technology [T]
- Youth at Risk [Y]

---

**Grantee Race****For INDIVIDUALS only**  
(Indicate all that apply)

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]

**For ORGANIZATIONS only**  
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]  
No single group [99]

---

**Project Race**

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]  
No single group [99]



# Artist Documentation

---

## Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

---

## General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

---

## Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

---

## Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

---

## Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

---

## Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

### Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

### Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

---

## Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

---

## Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

### Performance

Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

#### **Composition**

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

---

## **Theater**

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

---

## **Visual Arts**

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

#### **Digital images** must be:

1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

#### **Slides** should be:

1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

